

Invitation for Bids  
IFB No. 07-11  
Project Code 720-10880-25-11

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION  
AND SUBSTANCE ABUSE SERVICES

REPLACEMENT OF ROOFS  
Building 7  
NORTHERN VIRGINIA TRAINING CENTER  
9901 Braddock Road  
Fairfax, Virginia

Sealed bids are invited for the **REPLACEMENT OF ROOFS, BUILDING NO. 7** for the NORTHERN VIRGINIA TRAINING CENTER, located at 9901 Braddock Road, in Fairfax, Virginia.

Sealed bids, in duplicate, are to be mailed to **Department of Mental Health, Mental Retardation and Substance Abuse Services, Office of A&E Services, Seventh Floor, 1220 Bank Street, Richmond, VA 23219**, or hand delivered **the same address, Seventh Floor, Room 731, Richmond, VA 23219**. Bids will be received by the Department until 2:00 PM sharp local prevailing time (as determined by the Bid Officer), on Tuesday, July 17, 2007. The bids will be opened publicly and read aloud beginning at 2:00 PM, local prevailing time, on Wednesday, July 18, 2007, at the same location. It is the responsibility of the Bidder (not the Agency) to ensure bids are delivered to the specified location by the date and time stated for receipt of bids. To distinguish bids from other mail, the envelope or package should be marked "**BID DOCUMENT**". It is the intent of the Purchasing Office to assist in recognition of these important documents.

A Bid Bond is required in accordance with the Instructions to Bidders.

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The bidder or offeror must be a registered vendor in eVA to be awarded this contract. Bidder must include the cost of the eVA transaction fee in its bid. Procedures for submitting a bid, claiming an error, withdrawal of bids and other pertinent information are contained in the Instruction to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and §2.2-4330, Code of Virginia. The Owner reserves the right to reject any or all bids.

A Pre-bid Conference will be not be held.

The contract shall be awarded on a lump sum basis as follows: the Total Base Bid Amount including any properly submitted and received bid modifications plus successive Additive Bid Items as the Owner in its discretion decides to award in the manner set forth in Paragraph 12 of the Instructions to Bidders. Notice of Award or the announcement of the decision to award will be posted at the Office of A&E Services of the Department of Mental Health, Mental Retardation and Substance Abuse Services.

The Invitation for Bids, including the drawings and the specifications containing the information necessary for bidding, may be obtained from the office of Keith-Fabry Reproduction, 7 East Cary Street, Richmond, Virginia 23219, Telephone: (804) 649-7551, Fax: (804) 649-1306. No partial sets of drawings and/or project manual will be provided.

A deposit of \$100.00 for each set of the Invitation for Bids documents will be required as a guarantee of the safe return of the documents within ten days after the bid opening. A non-refundable charge of \$25.00 per set is required for all sets requiring shipment. Enclose separate checks for bid documents

and shipping charge, if shipment required. Checks should be made payable to Keith-Fabry Reproduction. See Paragraph 18 of the Instructions to Bidders regarding return of deposits.

Requests for bid documents must be accompanied by a written statement showing the name, mailing address, and telephone/fax numbers of the firm or individual requesting the documents.

Copies of the Invitation for Bids documents, including the plans and specifications, will also be available for inspection at the following locations:

Kelso & Easter, 101 West Broad Street, Suite 101-B, Richmond, VA 23220  
Department of Mental Health Mental Retardation & Substance Abuse Services, Office of  
A&E Services

Dodge Plan Room, 5540 Falmouth Street, Richmond, VA.

Valley Construction News, 308 Turner Road, Suite D, Richmond, VA 23225

Metropolitan Business League, 115 East Marshall Street, Richmond, VA 23219

The Plan Room, Inc., 308 Turner Road, Richmond, VA.

Builders Exchange Association of VA, 3207 Hermitage Road, Richmond, VA 23227

Central Virginia Business & Contractors Association, 501 East Franklin Street, Richmond,  
VA 23219

Owner: The Commonwealth of Virginia  
Department of Mental Health, Mental Retardation & Substance Abuse Services